

NUMBER: TCN 5267.06B  
DATE: March 27, 2003  
SUBJECT: Visiting Regulations

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1. PURPOSE:

To implement visiting regulations and procedures for inmate visits at the Federal Correctional Institution, Tucson, Arizona. This Supplement will be read in conjunction with the Program Statement.

2. DIRECTIVES AFFECTED:

A. Directives Referenced:

Program Statement 1315.07, Legal Activities, Inmate, dated November 5, 1999; Program Statement 5100.07, Security Designation and Custody Classification Manual, dated September 3, 1999; Program Statement 5267.06, Visiting Regulations, dated May 17, 1999; Program Statement 5500.09, Correctional Services Manual, dated October 27, 1997; Program Statement 5510.09, Searching, Detaining or Arresting Persons Other Than Inmates, dated March 6, 1998; Program Statement 5521.05, Searches of Housing Units, Inmates and Inmate Work Areas, dated June 30, 1997; Program Statement 7331.03, Pretrial Inmates, dated January 31, 2003.

B. Directives Rescinded:

Institution Supplement TCN 5267.06A, dated March 15, 2002, is hereby canceled.

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Distribution:

Warden	Inmate Law Library	Department Heads
Duty Officer	Executive Assistant	Master File
Briefcase	AFGE	
Associate Wardens		

### 3. STANDARDS REFERENCED

American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4149, 3-4255, 3-4440, 3-4441, 3-4441-1, 3-4442, 3-4443, 3-4445, and 3-4446.

### 4. IMPLEMENTATION:

A. Location: All regular visits will be held in the visiting room. Attorney visits are also held in the visiting room. If an attorney requests additional privacy, two rooms are available in the visiting room. If both rooms are occupied, and the attorney still requests additional privacy, they may wait for a room or return at a later date.

Visits will be stopped one (1) hour prior to the closing of the visiting room. Visitors are discouraged from arriving prior to 8:00 a.m., for day time visiting and 5:00 p.m., for evening visiting. Processing of visitors will normally begin no later than 5:00 p.m., and 8:00 a.m., on the appropriate visiting days. On Saturday, Sunday and Federal Holidays, visitors will not be processed from 9:15 a.m., until the 10:00 a.m., count clears.

Inmates housed in Cholla who have immediate family members housed at this facility, may visit in the visiting room on Tuesday nights only.

\*See Attachment B, Visiting Regulations for visiting hours.\*

B. Attorney Visits: Attorneys are encouraged to visit between the hours of 8:00 a.m. to 3:30 p.m., and 5:00 p.m. to 9:00 p.m. Attorneys must show a valid Bar card or other suitable professional identification and pass through the metal detector before entry will be allowed into the institution. Additionally, attorney briefcases and papers being introduced into the institution will be searched for contraband. No cell phones, pagers, lap-top computers or recording devices will be allowed without prior written approval from the Warden.

The Unit Team will ensure that approved investigators and interpreters are identified in the Attorney/Support Staff Log Book in the Front Lobby. If the names are not reflected in this log book, the individuals are not approved.

C. Visiting Limitations: Each inmate will be limited to a total of three (3) visitors at one time, including both adults and children. Exceptions may be approved by the Institution Duty Officer if space is available in the Visiting Room.

D. Approved Visitors:

- (1) Attachment A, Visiting List Requests will be completed by each inmate and submitted to Unit Staff for approval.
- (2) A list of approved visitors will be established by Unit Staff. By Thursday of each week, it is the Unit Team's responsibility to update the visiting program. The Front Lobby Officer will apply visiting updates to the program each Friday.
- (3) Unit Staff or the Institution Duty Officer will be contacted if an immediate family member desires to visit during normal visiting hours and no approved visiting list has been established. They may authorize the immediate family member to have one visit until the visiting list has been processed. This authorization should be noted and maintained in the Front Lobby Log Book.
- (4) Holdover & Pretrial inmates have limited records and background information available. Immediate family members will normally be approved without requiring the completion of a visiting questionnaire form. The exceptions will be common-law relationships. These may be approved only after verification is received in writing from any city, county, state or federal agency which can confirm such a relationship exists. It is the responsibility of the inmate to make the request and have the information forwarded to Unit Staff. The Institution Duty Officer will not approve a one-time visit for common-law relationships if an approved visiting list has not been established on pretrial or holdover inmates. The holdover counselor will ordinarily approve a holdover inmate's visitation list within five (5) working days.
- (5) Only fifteen friends or family may be placed on an inmate's visiting list.
- (6) The inmate is responsible for notifying visitors of their approval, and is to mail Attachment B, Visiting Regulations Forms to all approved visitors. If a visitor desires a copy of Attachment B, it will also be available to visitors at the Front Lobby upon their departure from the institution.
- (7) Normally, visitors may not be on more than one inmate's visiting list, except where inmates are of the same immediate family as the visitors.
- (8) The signature of a parent or guardian on the Visitor Information Form (BP-629) is necessary to process a request for an applicant under 18 years of age.

Further completion of the questionnaire portion of this form by an applicant under 18 years of age ordinarily is not required if the applicant is an immediate family member of the requesting inmate.

Children under the age of 16 may not visit unless accompanied by a responsible, approved adult visitor. Exceptions to this may be made if prior special approval is granted by the Warden. \*Prior special approval will include children who are visiting inmates different from the accompanying adult.\*

- (9) Due to safety and security concerns, individuals not visiting or visitors who have failed to achieve access to the visiting room will not be permitted to loiter in the lobby area or visitor parking lot.
- (10) ACCEPTABLE IDENTIFICATION: All visitors are required to present acceptable means of picture identification prior to admission to the institution for a visit. Acceptable identification is a picture ID with signature. This may include, but are not limited to, a valid drivers license, valid state identification card, passport, or other official government-issued picture identification. Photo identification is required for persons \*16\* years of age and over. If a visitor does not present identification with a photograph, the visitor will not be allowed to visit. Lobby staff having any questions or concerns regarding acceptable identification during visitor registration will refer the matter to the Operations Lieutenant.
- (11) During registration, all visitors will be questioned concerning the possession of contraband or prohibited items, and will be required to complete and sign a "Notification to Visitor" form. Each visitor will be required to pass through the Metal Detector. Should a visitor refuse or fail the metal detector screening, entry into the institution will be denied. All adult and teenage visitors will have their hands stamped with invisible black light ink. The Control Center Officer will verify the black light hand stamp prior to entrance into the facility and prior to allowing the visitor to depart.

E. Monitoring of Visiting Room:

- (1) Metal Detector/Drug Detection Device: All visitors entering the institution are required to pass through the metal detector located in the Front Lobby. All visitors are subject to random drug screening by use of the ION Track Drug Detector. These scans will normally be conducted on a random basis, unless the visitor has previously tested positive and/or intelligence indicates that scanning is necessary.

A positive scan will result in the visitor(s) being denied entrance into the institution. The time between positive scans for a visitor will determine the length of time that visitor privileges are suspended.

Any visitor refusing to submit to this procedure or who fails to pass the metal detector and/or drug detector will be denied access into the institution.

- (2) Electronic Monitoring: The Visiting Room staff, in conjunction with the SIS, will determine inmates who are suspected of introducing contraband. Surveillance cameras located in the Visiting Room will be used to monitor these inmates.

If an inmate is suspected of introducing contraband, the surveillance tape(s) will be removed from the VCR and evidence control procedures will be initiated.

All seating, attorney booths and inmate access areas of the visiting room shall be monitored with the use of video surveillance cameras. Visiting room staff shall position themselves to ensure all inmate access areas of the visiting room can be visually observed.

- (3) Special Supervision Inmates: Inmates who have been determined to pose a security risk or threat shall be seated in the chairs closet to the officers' station in order to maintain closer visual observation and supervision.

F. Proper Dress in the Visiting Room:

- (1) Visitors:

Visitors dress attire is addressed in Attachment B.

- (2) Inmates:

Inmates are required to wear institution-issued clothing during visitation. Institutional clothing must be neat and clean in appearance. Shirts will be tucked into the trouser waistband at all times. Inmates are not permitted to wear hats in the Visiting Room. Approved religious headwear (such as a Yarmulke) may be worn in the Visiting Room. All religious headwear will be inspected prior to, and at the completion of the visit. Inmates may only wear institutional issued work-boots/brown boots or black shoes.

- (3) Visitors personal effects is addressed in (Attachment B).

- (4) Inmate Personal Effects:

Inmates will be allowed to enter the visiting room with one plain neck chain with religious medallion attached, one plain wedding band, prescription eyeglasses, one plain white handkerchief, one comb, and approved religious Head Wear. Items not authorized upon the inmate's departure will be considered contraband and confiscated. No item of property will be stored for the inmate in the search area. The Visiting Room Officers will complete a Visiting Room Inmate Property Sheet (Attachment C) for all inmates entering the Visiting Room. This form will be retained in the Visiting Room Officer's file cabinet, located in the Lieutenants' Office.

- G. Food: A visitor may not bring food items into the institution. There are vending machines in the Visiting Rooms for use by the visitors. It is not permissible for inmates to accompany their visitors to the vending machine area of the Visiting Room. Inmates and visitors are not permitted to remove any vending items from the Visiting Room. The Captain and the Employees Club President will review any items prior to placement in the vending machines.
- H. Visits to Inmates in Cholla Unit: Visits for inmates housed in Cholla Unit must be conducted at a site next to the Visiting Room Officer's Station. Both the inmate and their visitor(s) must remain within the sight of a visiting room officer at all times.
- I. Searches: Inmates will be subjected to a thorough pat search and a hand held metal detector search prior to being admitted into the visiting room. Upon completion of the visit, inmates will be visually searched also utilizing a hand held metal detector. The inmate will be required to completely remove all his clothing prior to the search commencing. Due to the nature of the visual search, a one staff member to one inmate ratio will be maintained. At no time will more than one inmate be visually searched in the presence of other inmates unless emergency conditions exist.
- J. Visiting Expense: Visiting will normally be conducted in the Visiting Room during normal visiting hours. If an inmate has a need for a special visit during non-visiting hours, and there is no available staff to supervise the visit, the inmate will incur the cost of the staff supervision for the visit.
- K. Restrooms: Mens' and Ladies' restrooms are provided for visitors. Inmates will utilize the facilities located in the visual search rooms; and all inmates will be pat searched prior to, and at the completion of, using the facilities. Inmates will remain in constant visual supervision of escorting staff. The inmates' restroom in the visiting area will remain locked at all times. Inmates will not utilize visitors' restrooms.

- L. Special Housing Unit (SHU) Inmates: Prior to an inmate housed in SHU receiving a visit, Visiting Room Staff will call Control to verify that the inmate has no separatees in the Visiting Room. All SHU inmates will be seated in close proximity to the Visiting Room Officer and kept under constant supervision. All SHU inmates will be visually searched prior to reporting to the Visiting Room and before returning to SHU.
- M. Institutional Activities: Visiting is a positive activity for inmates and visiting will normally take precedence over other institutional activities. In the event of an institution emergency, inmate visits may be terminated or limited at the discretion of the Warden.

5. Miscellaneous Visiting Room Regulations:

- A. No electronic devices will be allowed into the Visiting Room. Electronic devices will include the following: beepers, cellular phones, car alarm remote or any remote operating device.
- B. Papers, packages, money orders, and/or gifts are not to be allowed into, or exchanged in the Visiting Room.
- C. Visiting areas are "No Smoking Areas." No tobacco products of any type are allowed in the visiting areas.
- D. Visitors are responsible for their children while in the Visiting Room. The inmate will be warned if their children misbehave. If the children continue to misbehave the visit may be terminated by the Operations Lieutenant or Duty Officer. Any rule violation or misconduct in the visiting room will result in an incident report being written on the inmate and termination of the visit. Examples include: inappropriate dress, use of profanity toward a staff member, excessive and/or unauthorized contact, not supervising children, etc). Any infraction noted by the Visiting Room Officer will be made known to the Institution Duty Officer and the Operations Lieutenant who have the option of terminating any visit for reasons of improper conduct on the part of the inmate or his visitor(s). The IDO will decide if the infraction warrants termination of the visit. The IDO, Visiting Room Officer, Operations Lieutenant and other staff involved will provide the Captain with a written detailed explanation of the incident which will be maintained on record with the Visiting OIC with a copy sent to the inmates' Central File. Either the Operations Lieutenant or IDO will be physically present for termination of visits.
- E. The Visiting Room has a rated capacity of 200 persons. Once this capacity has been reached, the Operations Lieutenant or Institutional Duty Officer will determine which visits will be terminated. \*Visits will normally be terminated based on length of visit, distance, and medical conditions.\*

6. Translation: This institution supplement will be translated in Spanish.
7. Issuing Department: Correctional Services

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Berta L. Lockhart  
Warden



FEDERAL CORRECTIONAL INSTITUTION  
TUCSON, ARIZONA

VISITING LIST REQUEST

List the names of your family/friends; father, mother, brother(s), sister(s), grandparent(s), wife, children; friends. You may only select 15 family/friends to be listed on your visiting list. Children less than 16 years of age do not need to be placed on the list (there are still only 3 visitors allowed in the Visiting Room at one time).

LISTA DE VISITANTES REPUESTA

Escriba los nombres de su familia inmediata unicamete, padre, madre, abuelos, hermano(s), hermana(s), esposa, hijos(as).

NAME Nombre	ADDRESS Domicilio	TELEPHONE Telefono	RELATIONSHIP/FRIENDS Parientes/Amigos
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

YOUR NAME  
Su Nombre

YOUR REGISTRATION NUMBER  
Su Numero de Registro

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## VISITING REGULATIONS

The following information is provided for all visitors of inmates located at the Federal Correctional Institution, Tucson, Arizona. We trust these instructions and regulations will be informative and of benefit to you to enable you to adhere to our visiting policies. This information is provided as a guideline and is not intended to cover all situations or incidents. If any questions arise, please feel free to contact a member of the Unit Team.

GENERAL DIRECTIONS TO FCI TUCSON - Take I-10 exit #269 South. FCI Tucson is located approximately 1 ½ miles south of the intersection of I-10 and Wilmot Road on the left side of the road. The address is 8901 S. Wilmot Road, Tucson, AZ 85706 - 520-574-7100.

TRANSPORTATION ASSISTANCE - Tucson International Airport is located approximately seven miles west of FCI Tucson. Air carriers such as United, Southwest, American, Aeromexico, American West, Arizona Airways, Continental, Northwest, and Reno Air have flights in and out of this airport. For further information contact the carrier direct or Tucson International Airport Information Services - 520-573-8000. Rental car information can be obtained through the information services number provided.

There are numerous taxicabs which serve the community, Allstate Cab Company - 520-798-1111, Yellow Cab - 520-624-6611, Airport Shuttle - 520-889-1000. A complete listing is available in the Yellow Pages for your reference upon request.

## VISITING HOURS

- (1) General Population inmates housed in Yucca North, Mesquite and Saguaro and Palo Verde:

8:00 AM to 3:00 PM on Saturdays, Sundays and Federal holidays. On Monday and Tuesday, visiting hours are from 5:00 PM to 9:00 PM.

- (2) Holdover and Pre-Trial inmates housed in Yucca South and Cholla Units:

\*Yucca South Unit: On Saturdays and Sundays, visits will be limited to one hour. On federal holidays, visits will be limited to two hours. On Mondays, visitors may stay for the entire time.

Saturdays - 8:00 AM to 3:00 PM  
Sundays - 8:00 AM to 3:00 PM  
Mondays - 5:00 PM to 9:00 PM\*

Cholla Unit: On Saturdays and Sundays, visits will be limited to one hour. On federal holidays, visits will be limited to two hours. On Tuesdays, visitors may stay for the entire time and Cholla inmates may visit with other approved inmates within the institution.

Saturdays - 8:00 AM to 2:30 PM  
Sundays - 8:00 AM to 2:30 PM  
\*Tuesdays - 5:00 PM to 8:30 PM

- (3) Inmates housed in Special Housing - Visiting periods will be in accordance with the housing unit to which each inmate is assigned.
- (4) Inmates housed in the Special Housing Unit and Cholla will conclude their visits ½ hour prior to the normal visiting closing times for security reasons.
- (5) \*On Saturdays, Sundays and federal holidays, visitors will not be permitted in the institution parking lot before 8:00 AM. On Monday and Tuesday, arrival at the parking lot before 5:00 PM is not permitted. (Federal Holidays are as follows: New Years Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day).

Visitor processing will normally begin promptly at 5:00 PM or 8:00 AM on appropriate visiting days.

#### VISITORS PERSONAL PROPERTY

\*It is suggested all items not allowed into the institution be secured in your automobile. Neither the Bureau of Prisons or FCI Tucson assumes any responsibility for items claimed lost in the front lobby.\* Items allowed in the visiting room are:

- 1 - Wallet or transparent change purse no larger than 5"x8"x4" thick containing only money and identification
  - 4 - Diapers
  - 2 - Containers of processed baby food stored in clear plastic containers, unopened
  - 3 - Baby bottles, clear, half full of formula or juice
  - 1 - Baby blanket
  - 1 - Transparent bag for baby items
  - 2 - Female sanitary Napkins or Tampons
  - 1 - Wedding Band, one necklace, and small earrings
- Visitors are not allowed to bring more than twenty dollars in currency or change per visitor (currency larger than five dollar denominations will not be allowed). The above will be the only items allowed into the Visiting Room. Any other item(s) will not be allowed. No car seats or strollers are allowed. No written messages, or pictures may be exchanged during a visit.

PROPER ATTIRE FOR VISITING

The following items WILL NOT be allowed: transparent (sheer) clothing, bib overalls (due to clearing security devices), halter tops, sleeveless blouses, shorts, mini-skirts, culottes, spandex, dresses/blouses/other apparel of a suggestive or revealing nature (i.e., low-cut V-Neck, tank tops, or any garment that reveals the mid-section). Because inmates wear similar clothing in the institution, plain brown/white/orange T-shirts, will not be permitted to enter the institution. Any other clothing that, at the discretion of the Operations Lieutenant or Institution Duty Officer, resembles the style or color of inmate clothing (i.e. khaki and green colored clothing). No open-toed shoes. Clothing with derogatory, sexually suggestive or gang related logos. Sweat shirts/pants, jogging outfits (pants or jackets) if similar in color and style to inmate clothing.

Skirts and dresses may be no shorter than 2 inches above the knee. Slits in skirts/dresses may only be as high as the knee.

All visitors will wear underclothing garments. All female visitors will wear a bra.

At the discretion of the Operations Lieutenant or Institution Duty Officer, children under the age of 12 will be allowed to wear shorts.

Any questions regarding proper attire will be directed to the Institution Duty Officer and/or the Operations Lieutenant.

SMOKING:

The Visiting Room, and outside visiting areas are NO SMOKING areas. No tobacco of any kind is allowed into the institution.

TITLE 18 U.S.C. 1791 AND 3571

Provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles) and packages. The Warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyser test, or other comparable test. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry to the institution.

	STAFF CONDUCTING SEARCH	INMATE NAME	REG NUMBER	UNIT	PROPERTY ITEM(CODE) /TYPE	SHOE/TYPER COLOR	TIME IN	TIME OUT
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
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ITEM CODE

- |   |                                  |
|---|----------------------------------|
| (1) Plain neck chain with religious medallion | (4) One plain white handkerchief |
| (2) Wedding Band (plain)                      | (5) One institution issued comb  |
| (3) Prescription eyeglasses (no sunglasses)   | (6) Approved Religious Head Wear |

Anything other than the above listed items will NOT be allowed to enter the Visiting Room and will be returned to the housing units before the inmate will be admitted into the Visiting Room. The Visiting Room Officers will not store unauthorized items in the search room or officers' desk for any reason.  
 (NOTE: BROWN BOOTS MAY BE WORN IN PLACE OF INSTITUTIONAL ISSUED BLACK BOOTS).